

**ANIXIS** is **EXTREMELY EASY TO SET-UP WITH ONLY A TWO STEP PROCESS** and will help with both scenarios. It is available to both teachers and students.

**ANIXIS** allows you alone to be able to **RESET**, **UNLOCK**, and **CHANGE** your password at your own leisure.

## **HOW TO ENROLL:**

Logon to the MCSD home page, <http://www.mcsdk12.org/> ; at the bottom of the page, click the icon labeled *Password Reset*

Click on **ENROLL**. After typing your username, you will be prompted to choose a security question from the drop down box and then submit your answer. When you press NEXT, you will repeat for question #2. **That's it! You are now enrolled!**



Once enrolled, you can now click the **CHANGE** link in the above Anixis menu to change your password.

## **WHY USE ANIXIS?**

If you forget your password, you can choose **RESET**. This will allow you to answer the 2 security questions that you had chosen during the initial setup. Once you answer them correctly, it will allow you to reset your password.

If you typed your password incorrectly 3 times and are now locked out, choose **UNLOCK**. Again, you will answer the 2 security questions that you created, and the account will now be unlocked. You no longer have to wait for 10 minutes.

And of course, clicking on **CHANGE** will just allow you to change your current password to one you like better.